

SOCIAL WELFARE (EDN) DEPARTMENT

G.O Ms.No.18

Dated:04-04-2022

Read the following:

1. G.O Ms.No.81, Social Welfare (Edn) Dept, dated:07-05-2019
2. G.O Ms.No.115, Social Welfare(Edn) Dept., dated:30-11-2019
3. G.O Ms.No.14, Higher Education (EC) Dept., dated:23-03-2020
4. G.O Ms.No.64, Social Welfare(Edn) Dept., dated:06-11-2020

ORDER:

W.No.47 The scheme of Post Matric Scholarships has been in vogue for many decades and it has been implemented through online mode since 2008-09 and being operated through Jnanabhumi Portal from 2017-18. **AMARAVATI, TUESDAY, NOVEMBER 29, 2022 G.1981**

PART II - MISCELLANEOUS NOTIFICATIONS OF INTEREST TO THE PUBLIC

2. In the reference 2nd read above, the scheme has been reformulated as Jagananna Vidya **NOTIFICATIONS BY HEADS OF DEPARTMENTS Etc.,** of Navaratnalu schemes.

3. The objective of the Government is to ensure that all eligible students get their entitlements in a timely manner under the JVD schemes.

4. However, it has been noted that the scheme is not being implemented in a time bound manner till few years ago. The previous practice has been that a student can file the application for the scheme at any time of the academic year and the application can be processed even in the next academic year. As a result, students are put to great inconvenience, as their due benefits under the scheme are not released to them in time before they complete the course in the year of their application. There is no proper accountability on the part of the Institutions or students or the related government departments/officials in ensuring that the scheme is implemented in an effective and efficient manner to deliver the services to the students as per the quarter wise schedule prescribed for release of tuition fees and the half yearly wise schedule for release of maintenance charges.

5. There are various stakeholders in the implementation of the scheme. Their role is mentioned in brief below:

(A) Directorate of Social Welfare is the Nodal Authority to issue timelines, guidelines and to monitor the implementation of the scheme from beginning to end.

(B) Universities/Affiliation Authorities: They recognise the Institutions, provide them credentials to log in to the Jnanabhumi Portal, enter fee structure for courses, share the year end examination results.

(C) Institutions: They register in the portal after getting approval from Universities, file applications of eligible students in their login, process the applications properly and forward to the concerned district welfare officers, update the fee details paid by mothers after release by the government, enter hall ticket numbers for year end examinations, take bio metric attendance of students and staff.

(Contd..P..2.)

(E) District welfare officers: They need to verify applications that are pushed to their logins and approve them or reject them as required. They need to check the CET allotment orders uploaded by the students, where their CET data is not validated in the portal. JD/DD has to act as the nodal authority and coordinate with WEAs/WEDPSs to verify the applications.

(F) CET Convenors: They shall send the CET convenor data base to APCFSS for verifying the applications to confirm the eligibility of students in professional courses admitted through CET.

(G) APCFSS technical team operating the jnanabhumi portal: They have to provide the required services to all stakeholders as per schedule of activities, respond to the technical issues, facilitate the six-step validation of applications, provide the ineligible lists with reasons for ineligibility, send periodic SMS messages to the students and other stakeholders, provide exception reports at various stages and provide periodic analytical reports on the scheme for monitoring and decision making.

(H) Village/Ward Secretariats (Welfare and Education Assistants/Ward Education and Data Processing Secretaries): They have to verify the applications in navasakam login, do bio metric authentication of students, e-acknowledgment of mothers for the fees credited in their accounts, update the bank account details, display the eligible/ineligible applications during social audit, receive objections if any from ineligible students, verify and recommend them to MPDOs/Municipal Commissioners for final decision on eligibility.

(I) MPDOs/Municipal Commissioners: They have to dispose of the objections filed by ineligible students within time schedule.

(J) Coordination Officers (ASWOs, ABCWOs, ATWOs), who are assigned few Institutions and village/ward secretariats for the purpose of coordinating between the government and those institutions for effective implementation of the scheme.

(K) Higher Education Department: To empanel the institutions in the portal and to monitor the implementation of the scheme by the Universities.

(L) HODs of all welfare Departments: To monitor the processing of the applications and the performance of the C.Os pertaining to their department

6. Until and unless all of the above stakeholders act together and promptly, the applications cannot be verified promptly within time and the amounts under JVD schemes cannot be released to the beneficiaries, quarter wise/half-yearly wise by the government.

7. It is felt that there should be clear-cut instructions specifying the timelines within which the stakeholders shall perform their assigned duties.

8. Hence, orders are hereby issued specifying the role of each stakeholder in detail along with the timeline within which it has to be performed and the consequences that will flow in case of non-compliance with the timelines, as mentioned in the table given in annexure.

9. The Director, Social Welfare is requested to ensure that awareness meetings are held for all the stakeholders at the state level, district level and sub district levels so that all of them are aware of their responsibilities along with the timelines within which they should discharge those responsibilities from the academic year 2021-22.

Employment & Training/ Health and Family Welfare/ GVVW & VWS Departments and the Directors of Tribal Welfare/ BC Welfare/ Minority Welfare/ Differently Abled & Senior Citizens, Director of GVVW & VWS Department and all Affiliating Authorities in the State and all Joint Collectors, Asara and Welfare in the State are requested to follow and implement the annexed guidelines scrupulously and also convey the same to all the authorities dealing with Jnanabhumi Portal in their respective departments without fail and ensure that the schemes are implemented accordingly from 2021-22 academic year.

11. All the District Collectors are requested to ensure that these instructions are implemented in toto by all the District Welfare Officers, Coordination Officers and the Principals and WEAs/WEDPSs, MPDOs/Municipal Commissioners and Officials of the University.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**GANDHAM CHANDRUDU
SPECIAL SECRETARY TO GOVERNMENT**

To

The Director of Social Welfare, A.P. Tadepalli, Guntur District

All the District Collectors in the State..

All the Lt. Directors / Dy. Directors / Asst. Directors of SW/TW/BCW/MW/DW Depts. in the Districts through the respective HoDs.

Copy to :

The Special Chief Secretary to Government/ Principal Secretary to Government/ Secretary to Government of Higher Education Department, GVVW & VWS Department, School Education Department, Panchayati Raj and Rural Development Department, Finance Department, BC Welfare Department, Tribal Welfare Department, Minority Welfare Department, Women & Child, Disabled and Senior Citizen Department, MAUD Department

The Commissioner/ Director of Tribal Welfare, B.C Welfare, Welfare of Disabled and Senior Citizens, Minority Welfare, Collegiate Education, Technical Education, Medical Education, Employment & Training, School Education, Panchayati raj and Municipal Administration
The Chairman, APSCHE.

The Secretary, SBTET.

The Secretary, AP Paramedical Board.

SF/SC

//FORWARDED :: BY ORDER//

M. Srinivas Rao
SECTION OFFICER

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| (I) Director of Social Welfare | | | |
| (a) | <ul style="list-style-type: none"> (i) Issue periodic circulars on implementation of the scheme (ii) Review with the field officers on a regular basis (iii) Appraising the government in case of non-performance by any stakeholder of their assigned duties (iv) Convene meeting of the State Level Committee on Jnanabhumi | On regular basis | JD/DD, Social Welfare will be the responsible authority under the guidance of the Director, Social Welfare |
| (b) | Conduct of regular coordination meetings with the other stakeholders at the state level by the Director, Social Welfare | Atleast once in a month (Starting from a month before opening of new academic year till the month of release of the first quarter fee) | |
| (c) | Confirmation of fee entered by the Universities or as per the G.Os issued by concerned departments | Within 10 days of entering of the fee or issue of the G.O | Project Monitoring Unit (PMU) is responsible. |
| (d) | Purification of the data of the courses – deletion of duplicate courses with different spellings entered in the masters, by holding meeting with Universities concerned | 10 days prior to opening of the registration of applications | --do-- |

(II) HoDs of Welfare Departments at State Level

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| (a) | <ul style="list-style-type: none"> (i) To review the status of implementation of the scheme for their target groups, based on the dashboards displayed in their logins (ii) To review the performance of their district welfare officers as well as Coordination Officers belonging to their departments (ABCWOs, ATWOs, ASWOs and senior HWOs), who are entrusted with definite Institutions for implementation of the scheme | On regular basis | |
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(III) District Collectors

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| (a) | <p>To review the status of the Scheme with the District Welfare officers and the Officers of the H.E.D and Universities and the Boards/Councils available in the district. JD/ DD of SW Dept will be the convenor of the meeting.</p> <p>Review may include –</p> <ul style="list-style-type: none"> (i) Status of fee entry by the Universities (ii) Status of applications filed (renewal/fresh) and processed (iii) Status of verification of applications in village/ward secretariats and appeals pending with MPDOs and Municipal Commissioners | Atleast once in a month for the first quarter of the academic year and as per need thereafter | |
| (b) | To appoint a District Officer of Welfare Departments (TW, SW, BCW, Minority Welfare) as incharge for each revenue division for effective monitoring of the scheme | | |

(IV) Joint Collector, Asara and Welfare

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| (a) | <p>To review the status with the District Welfare Officers and other stake holder representatives at the district level</p> <ul style="list-style-type: none"> (i) Review by the welfare HoDs with their Department Coordination Officers on the scheme (ii) Status of discharge of duties of various stakeholders pertaining to the district and below levels, as prescribed in this G.O | Atleast once in a fortnight for the first quarter of the academic year and as per need thereafter | |
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| (b) | Old colleges shall apply for renewal registration | 10 days prior to opening of the academic year or enabling the service in the portal for the year, whichever is later. | --do-- |
| (c) | Shall upload the applications of eligible students in their login in full shape by taking the prescribed certificates from them (Fresh students/Renewal students) | Within 15 days of admission of the student or enabling the service in the portal for the year, whichever is later. | If not done, then the college shall waive the fee payable by the student for the year |
| (d) | Processing of the applications filed – i.e bio metric authentication of student, verification of data entered, verification of eligibility and forwarding eligible applications to the district welfare officer | Within 10 days of filing of application. | --do-- |
| (e) | To rectify the data of the student, whenever the application is rejected by the welfare officer with reasons | Within 7 days of display of the application in their login under rejected category. | Otherwise, the application is liable to be rejected as ineligible |
| (f) | To enter the attendance of each student every month in the jnanabhumi portal. | Before 7 th day of the subsequent month | If attendance is not entered, then the Institute shall waive fee payable by the student for that month on pro rata basis. |
| (g) | To deploy the bio metric devices as per scale prescribed and to undertake daily bio metric attendance of students from the date as notified by the government/Director Social Welfare. | Daily basis | If not done, then the students will not be eligible for JVD benefits. |
| (h) | The private colleges under the jurisdiction of Higher Education Department shall send their applications for empanelment to the Higher Education Department, if they are not yet empanelled and not yet sent such application | Within 20 days from the date of issue of this order | The students of such Institutes will not be eligible for JVD schemes, unless they are empanelled. |
| (i) | To enter the hall ticket numbers of the students for the year end examination so that the appearance as well as academic performance in the year end examination can be verified with the data base to be shared by the Universities/Boards concerned | Within 10 days of issue of hall tickets to the students | Otherwise, the students will not be eligible for release of the 4 th quarter fee, which is linked to appearance in the year end examinations by the student. The College shall waive the 4 th quarter fee, in case the H.T Numbers are not entered by the college in the portal. |
| (j) | Uploading of results of students manually, in case the data for any student is not matched with the data shared by the Universities | Within 10 days of updating the examination results data by the jnanabhumi technical team | Otherwise, the Institute shall waive the 4 th quarter fee to be paid by the student concerned. |
| (k) | To guide the students on the remittance of previous course amount in case the student migrated from one course to another in the middle of the previous course, with both courses being of the same level. | Within 15 days of applying and display of the application as Discontinued | Otherwise, the student will not be eligible for the current year. |
| (l) | Updation of status of fee paid by the student/mother after release of the same by the government to bank account of mother, quarter wise. | Within 7 days of payment made by the mother | If not done, then the government presumes that fee is paid by mother to the Institute |

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| (n) | To ensure that unspent amount of the previous years is remitted to the Government through Treasury as per the prescribed procedure | Within 60 days of amount being unutilised in the college account | |
| (o) | For students whose bio metric authentication failed, Iris device has to be engaged or student has to be deputed to the DPMU office for capture through IRIS along with letter of failure of thumb authentication | Within 7 days of failure of thumb authentication in the college | |

(VI) Universities / Boards

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| (a) | Shall issue credentials to the new colleges | Within 7 days of receiving of the application | |
| (b) | Shall complete the renewal affiliation of the colleges for the academic year | Within 30 days of start of the academic year | |
| (c) | Shall enter the Academic Calendar of the courses | 7 days before the start of the classes for the course for the academic year | |
| (d) | Entering the fee for the courses | Within 30 days of the start of the academic year | If not done, the University shall exempt payment of fee by the students concerned. |
| (e) | Entering the correct fee for the courses | --do-- | If there is mistake in entry of fee, then the responsibility in case of release of excess fee or less fee shall be taken by the University. |
| (f) | Share the year end examination results with jnanabhumi team by web service. This shall include results of the autonomous Institutions, which shall share the data with the concerned University. | Within 10 days of declaration of the results | If not done, the University shall exempt payment of the last quarter fee by the students concerned. |
| (g) | Confirmation of the results of students whose details are uploaded manually by the college concerned | Within 10 days of receiving the data in their login | --do-- |
| (h) | Purification of the data of the courses – deletion of duplicate courses with different spellings, updation of the aided/unaided sections of aided colleges, correction of any mistake in mapping Regular or Self Finance nature of courses in case of Government and Aided colleges. | Prior to opening of the colleges for the academic year. | |
| (i) | Enforcing implementation of daily bio metric attendance of students and staff, by the Institutions, from the date notified by the government/Director, Social Welfare | As per notification issued by government | |

(VII) CET Convenors

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| (a) | To share the CET allotment data base of students through secure web service as per the format given by APCFSS team, which includes the aadhaar number and SSC details of the student. | Within 7 days of completion of the last phase of admissions | If not done, then Director, SW has to send a report to the Higher Education Department or concerned Department to initiate disciplinary action. |
| (b) | To mention in the CET allotment order that fee exemption is only for those who are found eligible as per six income related criteria mentioned in G.O Ms.No.115 of SW Dept dated 30-11-2019. And If student has already completed a course of same level or higher level than what he/she currently applied, then he/she will not be eligible for JVD scheme. | Before start of the CET counselling. | |

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| (a) | Shall hand over the prescribed documents to the Principal | Within 7 days of admission in the college | If not done, student will lose the claim to apply for the benefit of the scheme |
| (b) | Shall select the name of the village or ward secretariat, as the case may be, in which they are regularly staying/where their household is mapped to the volunteer as per data base of GVWV & VSWS Department. | At the time of filing application in the college login. | If secretariat name is wrongly selected, then verification of application cannot be done correctly and in time. |
| (c) | Shall check the correctness of the course and other details mentioned in the application, before giving one time bio metric authentication | Before giving one time authentication | Wrong details may result in rejection of application or delay in processing of applications or release of less/more fee, for which student has to take responsibility. |
| (d) | Shall give one time biometric authentication – first timers in village/ward secretariats or MeeSeva centres and others in the college itself. | Within 7 days of uploading of the application by the college in their login | --do-- |
| (e) | Shall be available for verification of the application by the Welfare and Education Assistant (in case of village secretariat) and the Ward Education and Data Processing Secretary (in case of ward secretariat). Verification of eligibility will be done every year till completion of the course. | Within 7 days of uploading of the application in the college login | --do-- |
| (f) | Shall attend to the social audit in the native village/ward secretariat and check the eligible/ineligible lists displayed | As per the social audit schedule prescribed. It will be publicised in press note and also informed to the Colleges through circular posted in the portal. | If not done, student will lose the opportunity to file objection, in case the application is kept as ineligible and it will be confirmed as ineligible application |
| (g) | Shall file objection with related evidences/documents, in case student finds the status of his/her application as wrongly classified as ineligible. | Within the time prescribed as part of the social audit | If the opportunity is not utilised to file objections during the prescribed period, then the student loses claim for the JVD schemes for the course. |
| (h) | To upload the CET allotment order in their login or college login, in case the students name is not found in the data base given by CET convenor for any technical reason | Within 7 days of receipt of SMS from the Directorate/CFSS team to that effect | If not done, application will be confirmed as not eligible. |
| (i) | To remit the scholarship received for previous course, in case the student migrated from one course to another in the middle of the previous course, with both courses being of the same level. | Within 15 days of applying for the current course | If not done, then the application will be confirmed as not eligible. |
| (j) | In case of students pursuing courses in Telangana or other states, they shall file application in online in jnanabhumi portal and send the hard copies by registered post to the District welfare officer of their native district, as per guidelines posted in the portal. | As per schedule for filing of applications | If not done, then the student loses the opportunity to apply for post matric scheme for the course |

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| | | | Government will release subsequent instalments only after the mother pays the previously released fee to the Institutes. |
| (l) | Student shall put in minimum 75% of attendance, month wise, quarter wise, upto the date of release of the JVD benefits. Shall give daily bio metric attendance in the college from the date to be notified by government. | | If not, the Vidya and Vasathi Deevena shall not be released. |
| (X) Mothers of the students | | | |
| (a) | Shall pay the fee to the Institute within 7 days of credit of the amount from the government in their bank account, by visiting the Institute and meeting the Principal | Within 7 days of release of the amount | If not paid, then the subsequent fee instalments can be stopped by the government and they have to pay fee on their own to the Institute. |
| (b) | Shall give e-acknowledgment (bio-metric authentication) for the fee released to her bank account from the government, as proof of credit of fee to her account. | Within 14 days of credit of the amount in their accounts | |
| (XI) District Welfare Officers | | | |
| (a) | To verify the applications forwarded by the colleges in their login | Within 7 days of receipt of applications | |
| (b) | To verify the CET eligibility requests uploaded by the students | --do-- | |
| (c) | To conduct review with the Coordination Officers of their departments | Once in a week from the day of start of the academic year till verification of applications are completed as per schedule. | |
| (d) | To attend the coordination meetings conducted by the JD/DD of Social Welfare Departments | As per meetings schedule given | |
| (XII) Joint Director/Deputy Director of Social Welfare | | | |
| (a) | To appoint Coordination Officers from all welfare departments and update the appointments as per need | 10 days before start of the academic year | |
| (b) | To conduct regular review meetings with the district officers of all welfare departments and their COs | Every Friday till completion of verification of applications as per schedule | |
| (c) | To conduct tele-conference or zoom conference or regional meetings with the WEAs, WEDPSs | Once in a week till completion of verification of applications as per schedule | |
| (d) | To issue press note periodically for awareness of the general public on implementation of the scheme and the prescribed timelines | As per need | |
| (XIII) WEAs/WEDPSs | | | |
| (a) | To register fresh applications of students who approach the secretariats | On same day of giving of prescribed certificates | |
| (b) | To complete the verification of applications in navasakam login, without keeping them pending in their login unverified | Within 7 working days of display of the applications | |

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| (f) | To complete bio metric authentication of students of their secretariat | Within 7 working days of receipt of instructions and enabling of service in the application. | |
| (g) | To complete bio metric authentication of mothers (e-acknowledgment of receipt of money released) | --do-- | |
| (h) | To update the reasons for not doing bio-metric authentication of left over students /mothers | -do- | |
| (i) | Receiving of objections from students/parents and verifying them and forwarding them to MPDOs/Municipal Commissioners with their recommendation | Within 4 working days of receipt of objections | |

(XIV) MPDOs/ Municipal Commissioners

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| (a) | Verifying the objections filed by ineligible students with reference to verification guidelines issued by the SW Department | Within 5 working days of receipt of the objections into their login | If they are not disposed off, then pendency status will get escalated to Commissioner, PR/ CDMA |
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(XV) Coordination Officers (ASWOs, ATWOs, ABCWOs, Senior HWOs)

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| (a) | Visiting their allotted Institutions for coordination on implementation of the scheme | Once in a week from the date of starting of the Institution for the year till the applications are verified. Once in a month thereafter during the rest of the year | |
| (b) | Visiting the Secretariats allotted to them | Regularly to know the field problems and to guide them and to appraise the higher authorities | |
| (c) | Conducting the meetings of students and parents institution wise to explain their rights and responsibilities in the scheme | Once in a year in the first fortnight of starting of the academic year | |
| (d) | To pursue with the colleges and WEAs/WEDPSs to clear the pending applications | Within the schedule given from time to time | |
| (e) | To ensure that unspent amount of the previous years is remitted to the Government through Treasury as per the prescribed procedure by the colleges | Within 60 days of amount being unutilised in the college account | |

(XV) DPMUs (District Project Monitoring Units)

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| (a) | (i) To brief the JD/DD of the district on the daily situation on various stages of the scheme, based on the dashboard reports in the portal (ii) To guide the students and Institutions on technical issues (iii) To give feedback to the officers on the technical issues and other problems | On daily basis | |
| (b) | To do bio metric authentication through IRIS, where the college certified failure of thumb identification Where the IRIS capture also failed, but aadhaar number entered is correct, then proposal has to be sent through grievance module to SPMU for exemption from bio authentication | On the same day of receipt of proposal from the College | |
| (c) | To redress the grievances filed in the portal within prescribed time limits | SLA timelines | |

(ii) To appraise the Director and other Officers on the status of various issues

(XVII) Project Manager, APCFSS dealing with Jnanabhumi Portal

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| (a) | <p>To enable the required services, which include the following:</p> <ul style="list-style-type: none"> (i) Filing of application for registration of new colleges (ii) Filing of application for renewal registration of colleges (iii) Filing of fresh and renewal applications of students by the colleges and in secretariats (iv) Six step validation of applications (v) Enabling service for verification in logins of WEAs, WEDPSs (vi) Service for raising of CET requests by students not covered in CET data base (vii) Bank accounts validation (viii) Aadhar based Payment Bridge modules (ix) Freeship card generation at the time of admission (x) Grievance Modules (xi) Fee Entry service and their verification (xii) Revise the flow chart to enable capture of applications of students whose parent is a sanitation worker | As per schedule prescribed | |
| (b) | Six Step Validation of the applications and display of the status in the village/ward secretariats | Within one week of the last date of receipt of applications | |
| (c) | Bio metric Authentication of students and e-acknowledgment of the mothers through village/ward secretariats, as per the schedule to be prescribed by the government through apk | As per schedule to be prescribed | |
| (d) | Dashboard reports for all stages of implementation of the scheme | Immediately after the service is enabled. | |
| (e) | Dynamic reports in PMU login, district officers logins, HoDs logins, COs login, Govt login | | |
| (f) | Generation of proceedings and bills | | |
| (g) | Display of failed transactions and service to update them | Within 15 days of credit of the amounts | |
| (h) | Re-uploading the failed transactions after the bank details are updated | Within 45 days of original transaction date | |
| (i) | To generate demand for both within the state and outside the state applications, whenever reports are generated for budget purpose and to sanction both categories as per schedule | | |
| (j) | <ul style="list-style-type: none"> (i) Sending of SMS to students/mothers periodically (ii) To students who are identified as ineligible (iii) To students whose applications are pending at various stages (iv) On the day of release of the amounts to mothers | As per schedule | |

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| | <ul style="list-style-type: none"> (ii) List of colleges where renewal/fresh registration is less than district average %. (iii) List of colleges where CET data is not matched 100% (iv) List of courses where CET data is not received. (v) Display of pending categories in home page of secretariats and colleges (vi) Display of applications with discrepancies (invalid bank account, different mothers with same acct or aadhaar, etc) (vii) Display of names of students whose status is identified as discontinued (so that districts can verify and give their recommendations) (viii) Display of names of Universities or Boards which are yet to communicate year end exam results. (ix) Display of colleges where monthly attendance marking is not started (before 5th) (x) Display of failure transactions, along with specific reasons. (xi) Display of status of TS, OS applications (xii) Where the grievances are not disposed within SLA period in the portal | |
| (l) | Escalation Reports to the next higher level authorities, leading upto the Government level for all pending issues, as per timelines prescribed | |

In case of Universities, District Officers, CET Convenors, WEAs/WEDPSs and other government officials, they will be liable for disciplinary action by the competent authority in case of non-discharge of their specified duties within the prescribed schedules.

**GANDHAM CHANDRUDU
SPECIAL SECRETARY TO GOVERNMENT**